

Process Flows  
Nuclear Materials Accounting

	PWS Task Reference (as applicable)	Task	Assigned to	Policies, references, etc.	Comments
1	C-5.1.8.1.1	<b>Prepare, consolidate, and record accounting entries in DOE's primary accounting and reporting system and DIMS, perform systems reconciliations, and submit quarterly Nuclear Materials Inventory Report.</b>	G. Pena-Chavez, NNSA SC	MEO Final Proposal	
		Generate monthly transaction and ending inventory reports from the Weapons Information System (WIS), e.g., costing sheets, COEI, weapons cost summary/transactions, for stockpile accounting.		DOE APPH, Chapter 10; NNSA Production Accounting HB	
		Receive monthly transaction and ending inventory reports from the NMMSS, e.g., TJ-45C, I-27C, FN-1, to perform accounting of shipment/receipt, loan/lease, and other activities of DOE owned material in the custody of other field elements.			For RIS Codes: Chicago/CAA, CBJ, CAK, CCA, CWA, CCS & CCB; OR/FAA; SR/DAA & ORK; Idaho/JAB; NV/NAB and OAK/LAA
		Receive monthly Transfer Vouchers for weapons activities from other DOE/NNSA offices.			Movement of weapons, Weapons components and associated depreciation
		Record Transfer Voucher into Log System.			Need to develop a transfer voucher log system; currently included with cash sales type transfer activity which will terminate July 31, 2004
		Journalize and enter entries into DISCAS, at summary level, based on WIS, NMMSS reports, Transfer Vouchers, Tritium Production/TVA, special audit adjustments, and HQ direction, by the 3rd business day following the month.			Requested access to CAP Ctr. and Oak Ridge DISCAS
		Enter detail asset account entries into DIMS, by the 8th business day following the month.			
		Perform reconciliations (Excel) to ensure DIMS is in agreement with DISCAS; DIMS is in agreement with WIS; MARS is in agreement with NMMSS.			
2	C-5.1.8.1.2	<b>Consolidate and reconcile quarterly Nuclear Materials Inventory Reports from DOE offices.</b>	G. Pena-Chavez, NNSA SC	MEO Final Proposal	
		Receive DIMS files from DOE contractors by the 25th business day following the quarter (via SIMEX, FedEx)			

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		Validate integrity of data for each reporting unit, i.e., balance agrees with MARS, ensure proper costing of material, ensure proper accounting codes, etc.			
		Perform liaison activities with contractors as applicable, e.g., DIMS software training, resolve discrepancies, etc.			
		Consolidate and submit DIMS Data to Office of Financial Policy, HQ, for 3rd and 4th quarters. For 3rd quarter, the data is due by the 30th business day following the end of the quarter, and for 4th quarter reporting refer to year-end reporting requirements issued by HQ.			
3	C-5.1.8.2.1	<b>Conduct trend analysis, research inventory issues, and create inventory spreadsheets following consolidation and reconciliation of field offices and financial service centers' Nuclear Materials Inventory Reports.</b>	B. Uzzell, Office of Fin. Policy	MEO Final Proposal	
		Perform work on 3rd and 4th quarter consolidated DIMS data for financial statements, provide various information to the NNSA SC for required adjustments to inventories, i.e., Update to Allowance for Loss on Nuclear Materials.			Residual Organization
4	C-5.1.8.3.1	<b>Record and confirm CO and contractor nuclear material transfers at year-end.</b>	G. Pena-Chavez, NNSA SC	MEO Final Proposal	
		Produce transfer activity reports from MARS (STARS?), confirm and/or reconcile discrepancies with other DOE/NNSA offices, by due date in accordance with year-end requirements.			Transfers are recorded and monitored on a monthly basis; confirmed officially at year-end
5	C-5.1.8.4.1	<b>Provide support to CO regarding liaison with contractors and Federal agencies (excluding auditors).</b>	G. Pena-Chavez, NNSA SC	MEO Final Proposal	
		Coordinate HQ data requests (Update to Allowance for Loss on Nuclear Materials) and policy changes, and interpret policy to contractors and federal agencies.			